

Board of Directors Meeting Minutes

Date: Wednesday, January 22, 2014

Time: 7:30 pm

Location: Mary & Ron Chadwick's Home, Gresham, Oregon

Purpose: Binford Ridge Homeowners Association Annual Meeting – To report on HOA business and activities during the prior year and to elect one board member:

- Board Director, 3 year term

In attendance: Sandra Swanson, Mary Chadwick, Ron Chadwick, Anji Weaver, Craig Edgley, Ainsley Hughes

Agenda and Minutes:

- Call meeting to order
 - Sandra called meeting to order at 7:38 pm
- There is not a quorum of 51% (including HOA members and proxies)
 - Meeting adjourned
- Call meeting to order
 - Sandra called a new meeting to order at 7:40pm
- There is a quorum of 28% (including HOA members and proxies)
- Minutes from last year's annual meeting (1/26/13) are read by Anji
 - Sandra makes a motion to approve the minutes
 - All are in favor – no one is opposed

President's Summary Report 2013

- This past year we took several positive steps to insure that our community stays beautiful, livable with the highest value possible for our properties.
- We retained Mary Chadwick to take over our accounting and secretarial work.
 - Our books had not been properly maintained, and she made huge strides in bringing us up to date.
 - She has also designed our website, which allows all homeowners to download the CC&Rs, and meeting minutes.
- In addition, we provided information on management companies prior to choosing Bluestone & Hockley.
- We continued our relationship with Perfect Landscaping, refreshing bark dust, and providing great quality landscape maintenance of our greenspace.
- We removed one diseased tree, and had the wood removed.
 - This was not a tree that had been on our radar to remove, but we were obligated to remove it as it had become a hazard.
- Our beautification committee was able to have improvements done to some of the homes in our area that needed maintenance, while maintaining good relationships with the owners.

- We were able to collect on some fees that were due us, by following through with due diligence.
- We have now hired a management company, Bluestone and Hockley, to manage our Home Owners Association, and are very excited about how this will improve the dynamics of our neighborhood.

Other Business

- Craig Edgley stated that he had retained his HOA dues in an escrow account until a time at which he felt comfortable releasing the dues.
 - He shared that it had been his understanding that the homeowners would be voting on whether or not to hire a management company.
 - Sandra explained that a Board member had met with the HOA attorney to raise the question of the legality of the homeowners voting.
 - After reviewing the BRHOA CC&Rs, the attorney stated that the Board has the legal authority to choose how best to manage the needs of the HOA. The CC&Rs would have to be amended for the homeowners to vote on issues.
 - Sandra further explained that the Board did provide the homeowners with an updated budget outlining the additional expense for homeowners to hire a management company and also held a meeting on _____put date here_____for homeowners to ask the management company questions and share their thoughts on hiring the management company.
 - It was at the meeting the Board voted to hire Bluestone & Hockley.
 - Sandra explained that the notice had gone out in the form of a postcard notifying all homeowners of the meeting.
 - Craig shared that he did receive a postcard regarding the meeting, but disputed its content.
 - Ainsley of Bluestone & Hockley stated that she would send him a copy of the postcard.
 - Ainsley was provided a copy of the escrow account and also informed Craig that late fees would be assessed if the dues were not paid to the Bluestone and Hockley by the indicated due date.
- Sandra, Mary and Gloria are up for vote for Board Director
 - Ballots are distributed by Ainsley and completed by the members present.
 - Ballots are counted by Ainsley
 - Announce results of vote
 - Mary is voted in for the 3 year-term
 - Sandra retains her position as President
- There is discussion about filling the Secretary/Treasurer position that is now vacant. The Board agreed that when the minutes are distributed to the HOA members that at that time we will ask if any homeowners are interested in the position and thus would like to volunteer. The position will mainly include taking minutes at the 4 quarterly Board meetings per year.
- Discussion about retaining the Beautification Committee. Since the HOA now has a management company there does not seem to be a need for the committee.
 - Mary made a motion to dissolve the Beautification Committee.
 - Sandra seconded the motion.
 - All were in favor – no one opposed.
- Discussion about reinstating the Architectural Committee.
 - It was agreed by the Board to ask homeowners if they would like to join the committee via our next mailing with the Annual Meeting minutes.
- Discuss who will do taxes and the 1099/1096 forms
 - Helen looked into a local CPA to do our taxes and found a lady that says she would charge

- around \$300. Because of the tight time-line with having to mail the 1099 by the end of the month, it was agreed that the CPA will also file our 1099/1096 form for Perfect Landscaping.
- There was no budget discussion since the budget had been sent out to all the homeowners with the announcement of the Annual Board meeting.
 - Discussion about the reserve study:
 - Ainsley provided two bids for the Reserve Study. One bid was for about \$1,200 and the other was for about \$700.
 - Ainsley is waiting for one more bid. It was agreed to table the decision about the how to hire to do our reserve study until after the Board reviewed all 3 bids and could vote on the one we would like to hire at our next Board meeting in March.
 - Discussion about Bi-Laws:
 - Ainsley reviewed our CCRs and indicated that they are not sufficient to serve as Bi-Laws and that the HOA needs Bi-Laws in order to be in compliance with Oregon law.
 - Ainsley mentioned that our Lawyer's bid of \$500 to convert the CCRs into By-Laws, was very reasonable.
 - Ainsley agreed to contact our lawyer to confirm what all he would include in the conversion and make sure it will ensure complete Bi-Laws.
 - It was agreed to revisit the conversion of the Bi-Laws at our next meeting in March, after we get our budget stabilized as we move into the New Year.
 - Sandra and Ainsley talked about getting together later this week or early next week to conduct a "walk-through" of all the Binford Ridge HOA properties and green space and to also look at the trees that need to be removed and where replacement trees need to be planted.
 - Ron Chadwick stated that he had received an email from a homeowner that Gloria and Torrie Kellet were installing large fence posts in the common area.
 - Sandra responded that she and Ansley would look into this when they did their walk through in the next week or two.
 - Next Meeting 7-8pm March 31, 2014
 - Meeting Adjourned: 8:30 pm
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